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ABSTRACT

The data collected on Form Q-1 are used to report all noncredit public service offerings both on and off campus which qualify for the Continuing Education Unit (CEU). Seven standards must be met before CEU can be awarded: (1) a planned response to a specific educational need, (2) stated objectives and rationale, (3) sequentially ordered content, (4) pre-planning including user group, content experts, and instructors, (5) qualified administrative approval of instructional activity, (6) provision for registration, and (7) predetermined evaluative procedures and criteria for CEU awards. Instructions list program areas with code numbers and define the limits of the types of public service formats: conference, institute, short course, workshop, seminar, and special training programs. A Q-1 form is attached. (MW)

U.S. DEPARTMENT OF HEALTH,
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PURPOSE OF THE FORM

The data collected on Form Q-1 is used to report all non-credit public service offerings, both on-campus and off-campus for which Continuing Education Units are awarded. This information will be published by the State Council and reported to the Southern Association of Colleges and Schools.

Data is requested semi-annually for each six-month period (January - June, July - December). Completed Forms Q-1 are due in the office of the State Council not later than February 1, (for the period of July - December) and August 1 (for the period of January - June).

All questions concerning this Form should be directed to James C. Phillips, Continuing Education Administrator (SCATS 369-2143).

GENERAL INSTRUCTIONS

Public service programs are defined as those offerings which do not carry academic credit but which provide continuing education opportunities off-campus or on-campus by an institution of higher education in a manner to capitalize on its particular competencies and resources. Such public services include conferences, institutes, seminars, workshops, non-credit courses and special training programs. Not included for the purposes of this report are student activity programs, individual faculty or staff consultant services, faculty addresses and publications, research activities, and programs of a general nature open to the public or available through the mass media.

Public service offerings, within the above definition, may be grouped into two categories:

- a. Those for which the Continuing Education Unit (CEU) is awarded in conformity with standards and guidelines of the Southern Association of Colleges and Schools.
- b. Those which are less formally structured and do not meet the criteria established for the Continuing Education Unit.

This form will only be used to report those programs for which CEU's were awarded.

The following definitions, policies, and procedures relating to the CEU shall apply.

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One Continuing Education Unit represents ten contact hours of participation in an organized education experience under responsible sponsorship, capable direction, and qualified instruction. (A decimal fraction of a unit may be awarded for an offering of shorter duration).

Activities classified in the above categories for which Continuing Education Units are to be awarded will meet at least the following standards:

1. The non-credit activity is planned in response to an assessment of educational needs for a specific target population.
2. There is a statement of objectives and rationale.
3. Content is selected and is organized in a sequential manner.
4. There is evidence of pre-planning which should include the opportunity for input by the target group to be served, the faculty area having content expertise, and continuing education personnel.
5. The activity is instructional and is approved by an academic or administrative unit of the institution best qualified to affect the quality of the program content and to approve the resource personnel utilized.
6. There is provision for registration for individual participants.
7. Evaluation procedures are utilized, and criteria are established for awarding Continuing Education Units to individual students prior to the beginning of the activity.

SPECIFIC INSTRUCTIONS

At the top of each form enter the name of the institution, the last four digits of the U.S. Office of Education Code number, the name and title of the person completing the Form, date submitted, the period covered by the report, and the Consortium Region to which the form applies. Prepare a separate form for each consortium region within which CEU's were awarded.

Attachment 1 to this document provides a listing of the individual planning districts (not used in Q-1 report), counties, and cities within each Consortium region.

Column 1 - Activity

Column 1 designates the program areas by which CEU's should be reported. These are as follows:

Area I: Programs which are wholly structures to provide skills and/or knowledge for occupational improvement in fields, such as

<u>Code</u>	<u>Area</u>
101	The Professions
102	Business and Industry
103	Government
104	Law and Law Enforcement
105	Clerical Services
106	Trades and Technologies
107	Health Services
108	Agriculture and Food Production
109	Other

Area II: Programs specifically organized to provide help in the solution of problems confronting the State, such as

<u>Code</u>	<u>Area</u>
201	Health and Safety
202	Human Relations and Communications
203	Education
204	Criminal Justice
205	Community Development and Housing
206	Aging
207	Citizenship
208	Environment
209	Agriculture and Production
210	Other

Column 2 - Number of Offerings by Format

In each of the sub-columns under Column 2, enter, adjacent to the appropriate program area, the number of public service offerings of each type of format which was conducted. The types of public service formats are as follows:

A. Conference:

A general type of meeting usually of one or more days' duration, attended by a fairly large number of people. A conference will have a central theme but it is often loosely structured of topics. The emphasis is on prepared presentations by authoritative speakers, although division into small group sessions for discussion purposes is often a related activity.

- B. Institute: Generally similar to a conference, but more tightly structured, to provide a more systematic development of its theme, with the emphasis more on providing instruction in principles and techniques than on general information. Participants are usually individuals who already have some competence in the field of interest. Institute programs may have certain continuity, meeting on a yearly basis for example.
- C. Short Course: A sequential offering, as a rule under a single instructor, meeting on a regular basis for a stipulated number of class sessions over a short period of time (e.g., one to three weeks, etc.) Quizzes and examinations may be given depending upon the determination of requirements. The non-credit course under the Public Service definition may resemble the credit course under the Public Service definition may resemble the credit course in everything but the awarding of credit. It may also be more informal and more flexible in its approach in order to meet the needs of students.
- D. Workshops: Usually meets for a continuous period of time over a period of one or more days. The distinguishing feature of the workshop is that it combines instruction with laboratory or experimental activity for the participants. The emphasis is more likely to be on skill training than on general principles.
- E. Seminar: A small grouping of people with the primary emphasis on discussion under a leader or resource person or persons. In continuing higher education a seminar is more likely to be a one-time offering, although it may continue for several days.
- F. Special Training Program: A skill program which offers a combination of instruction and practice. The approach is usually on a more individualized basis than a workshop.

Column 3 - Total Number of Participants

The total number of participants who were awarded CEU's by program area.

Column 4 - Total Number of Contact Hours

The total number of contact hours by program area. For a given offering, this is calculated by multiplying the number of participants times the contact hours for an offering.

Column 5 - Total CEU's Awarded

The number of CEU's Awarded by program area. One CEU represents ten contact hours of participation in an organized education experience under responsible sponsorship, capable direction, and qualified instruction. Therefore, Column 5 would equal Column 4 divided by 10.

Institution _____ Prepared by _____

Institution Code _____

Page ____ of ____ Date Submitted _____ Period Covered by Report: January - June _____

Consortium Region* _____ July - December _____ Calendar Year _____

1	2						3	4	5
Program Area	Number of Offerings by Format						Total Number Participants	Total Number of Contact Hours	Total CEU's Awarded
	A	B	C	D	E	F			
101									
102									
103									
104									
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209									
210									

* Please prepare a separate page for each Consortium Region within which CEU offerings were held.